

Formal Job Application Letter

Subject: Application for [Job Title]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company Name] as advertised on [Job Board/Company Website]. With [X years] of experience in [Relevant Field/Industry], I have developed skills in [Key Skills] that I believe will contribute to your team effectively.

Attached are my resume and relevant certificates for your consideration. I am confident that my background aligns well with the requirements of this position, and I am enthusiastic about the opportunity to contribute to [Company Name].

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

[Your Name]

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